

TITLE: Sign Maintenance Technician

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DEPARTMENT: Environmental ServicesREPORTS TO: Public Works Field Operations Supervisor or
Public Works SuperintendentSUPERVISES: May provide lead direction to other Public Utility WorkersDEFINITION:

Coordinates the activities of the Transportation Division sign shop including maintaining inventory of materials and the sign database, ordering materials and supplies, fabrication, installation, and identification of signs needed for new development.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Identifies signs needed for new development by attending pre-construction meetings. Works with contractors to coordinate sign installation and to ensure standards are met. Tracks costs so that fees may be collected.

Designs and fabricates city and traffic control signs on a variety of substrates to meet county, state, federal and City standards using graphic design software and sign making tools. Stays current on new and revised codes and standards.

Coordinates the installation, maintenance and repair of all city signs and end-of-road treatments.

Inspects city signs for replacement and implement programs bringing signage up to new or current standards.

Collects GPS data for sign inventory.

Assigns and prioritizes daily work of the sign field crew, inspect completed jobs and documentation. Train crew members on new standards, software, products and equipment for sign fabrication and installation.

Input sign work orders into the work order system, create cost estimates, create and maintain the sign inventory database. Send bids out to vendors on signs, materials, hardware and personal protective equipment for the division.

OTHER JOB FUNCTIONS

Performs occasional pavement maintenance duties upon request.

Participates in snow removal and other emergency operations as necessary.

Performs other related duties as assigned.

WORKING CONDITIONS:

Work is primarily performed in a shop environment and at a computer workstation with occasional field work for inspection, testing, training, locates, installation and repair of signage. Incumbent may be required to lift up to 100 pounds; be exposed to hazardous materials; to operate power tools and equipment; to be called back in an emergency; to wear protective gear.

QUALIFICATIONS:Knowledge of:

- Sign making methods and materials.
- Maintenance, installation, and repair methods and procedures used in assigned area.
- Safety practices and procedures applicable to area of assignment.
- Traffic systems, signs, and signals.
- Computers and sign design software and peripherals.
- Applicable codes and requirements for assigned area.

Ability to:

- Perform measurements and arithmetic calculations including multiplication, division, fractions, decimals and conversions.
- Maintain records and databases.
- Utilize a variety of computer software programs.
- Read blueprints and plans.
- Resolve sign production problems.
- Interpret work orders and rough sketches.
- Compute labor and materials costs.
- Proofread and spell accurately.
- Communicate effectively and courteously with City employees, contractors, vendors and the public.
- Understand and follow oral and written instructions.
- Respond to emergencies on a 24 hour basis.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

High School diploma or G.E.D.

Licenses, Certificates, and Other Requirements

One or more of the following certificates will be required depending upon area of assignment:

Valid driver's license.

ODOT Flagger Certification

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FLSA Status: NE